

MILPERSMAN 1221-021

NAVY ENLISTED CLASSIFICATION (NEC) CODE AWARD AND REMOVAL PROCEDURES

Responsible Office	NAVPERSCOM (PERS-4013)	Phone:	DSN	882-4465
			COM	(901) 874-4465
			FAX	(901) 874-2027
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

Reference(s)	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications
---------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

1. **Purpose**. This article establishes Navy-wide procedures for submitting a request to award, remove, or archive a Navy enlisted classification (NEC) code.
2. **Policy**. Personnel are automatically assigned NECs upon satisfactory completion of applicable courses through the Corporate Enterprise Training Activity Resource System (CeTARS), if all prerequisite requirements are met as outlined in reference (a). This ensures faster NEC assignments and reduces paperwork at the command level. NECs earned through on-the-job training, factory training, or non-Navy training are not automatically assigned. In these cases, recommendations for assignment of NECs should be forwarded to the Navy Personnel Command (NAVPERSCOM), Distribution Support Section (PERS-4013DS) by submitting NAVPERS 1221/6 Navy Enlisted Classification Change Request. NAVPERS 1221/6 provides a standard format for naval activities reporting NEC data for inclusion into the Navy Enlisted Personnel System and Inactive Manpower and Personnel Management Information System.
3. **Instructions**. NECs may be awarded, removed, or archived as follows:
 - a. To request an award of an NEC, personnel must meet the requirements of reference (a), chapter 4. Submit NAVPERS 1221/6 to NAVPERSCOM (PERS-4013DS).

b. To remove or archive an NEC code, submit NAVPERS 1221/6 with the endorsement of the commanding officer or officer in charge to NAVPERSCOM (PERS-4013DS).

4. **Submission of Requests**. Requests may be submitted via encrypted e-mail, mail, or facsimile. In order to protect personally identifiable information, the request shall be submitted via the most secure means practicable, preferably encrypted e-mail. If submitting a request for the same NEC on more than one member, enter "see attached" in blocks 1 and 2 of NAVPERS 1221/6. Attach a list containing the rate, name, and assigned UIC (if different than block 4) of all members. Block 14 shall contain the point of contact's e-mail address. Due to legacy data system interfaces, NAVPERSCOM (PERS-4013DS) requires that the full SSN for Selected Reserve personnel only.

- Send **encrypted** e-mail requests to MILL_NEC_REQUEST@navy.mil (preferred method).
- Mail requests to Navy Personnel Command, NEC Management (PERS-4013DS), 5720 Integrity Drive, Millington, TN 38055-3340;
- Send facsimile to (901) 874-2027, and address the request to NAVPERSCOM (PERS-4013DS). Utilize a DD 2923 Privacy Act Data Cover Sheet and ensure receipt by NAVPERSCOM (PERS-4013DS).

5. **Forms**

a. NAVPERS 1221/6 may be accessed via the following link:
<http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>

b. DD 2923 may be accessed via the following link:
<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>